Tutorial: How to access the Instructor AIM Portal

Professors can access the Instructor Portal throughout the semester to view and manage student accommodations in their courses. The portal allows access to registered students’ accommodation letters along with their approved accommodation(s). Additionally, professors can track exam requests and modify assessment files and their Testing Agreement(s) directly through the portal.

**Important:** Professors are welcome and encouraged to contact a SDRC staff member if they encounter an issue in the Instructor Portal.
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The instructor AIM Portal serves as a valuable tool for effectively managing registered students across various courses. Through this portal, instructors can seamlessly navigate and oversee students registered with the Disability Resource Center, their accommodations, and exam scheduling, ensuring an efficient academic support process for students and faculty. Let’s have a further look:

Step 1. Log into the Instructor AIM portal. This can be found on the main page of the Student Disability Resource Center webpage. For quicker access, click here.

Step 2. Log in using your network name or VIP ID. Hint: This may be the same credentials as Blackboard.
Step 3. Read the reminders and click the “Continue to View Student Accommodations” button.

Please refrain from using shared computers to prevent unauthorized access to sensitive information about students' disability statuses. Additionally, remember that FERPA protects the confidentiality of student records and requires us to handle all student information with strict confidentiality.

Step 4. Welcome to the Instructor’s Overview page! This page provides a comprehensive view of the various features available to professors. Professors can access essential tools and information related to students' accommodations, exam scheduling, and more. Visit our website to view more tutorials on completing a course’s Testing Agreement, uploading an exam file, and much more.
Step 5. On the Overview page, professors can view a list of their registered students across different courses. This list offers insights into the accommodation(s) requested by students, along with the respective request dates. Professors can also view the respective student’s accommodation letter by clicking the View option. This list can update throughout the semester.

This concludes the tutorial on accessing the Instructor AIM portal. If you have any questions/ concerns, please contact our Test Proctoring Center at 803-576-8457 or email the Test Proctor at SDRCTEST@sc.edu.